

Successful Practices in Secondary Transition for Continuous Improvement 2014-2015

Responsibilities for Participating LEA/CTC and IU/PaTTAN

DATE(s)	LEA/CTC Responsibilities	IU/PaTTAN Responsibilities
Aug. 20, 2014	<ul style="list-style-type: none"> Administrative Representative from each targeted LEA is required to participate in the Successful Practices in Secondary Transition for Continuous Improvement (SPSTCI) Overview Webinar for Administrators. 	<ul style="list-style-type: none"> Participate in Successful Practices in Secondary Transition for Continuous Improvement (SPSTCI) Webinar for Administrators.
By Sept. 30, 2014	<ul style="list-style-type: none"> Discuss SPSTCI Training with IU/PaTTAN Consultant Collaborate with IU/PaTTAN Consultant to make preliminary plans for trainings and technical assistance (2-5 days) based on anticipated area(s) of need Schedule follow-up meeting in October with IU/PaTTAN staff to discuss IEP Review and complete survey/interview Submit one IEP for each staff who writes and/or contributes to an IEP for students 14-21 	<ul style="list-style-type: none"> Make initial contact with LEA to discuss SPSTCI Training Collaborate with LEA to make preliminary plans for trainings and technical assistance (2-5 days) based on anticipated area(s) of need Schedule meeting in October with District Administration to discuss IEP Review and complete survey/interview Collect one IEP for each staff who writes and/or contributes to an IEP for students 14-21
October 1, 2014	<ul style="list-style-type: none"> Successful Practices in Secondary Transition for Continuous Improvement Administrators Videoconference – 3 PaTTAN sites 	<ul style="list-style-type: none"> Successful Practices in Secondary Transition for Continuous Improvement Administrators Videoconference – 3 PaTTAN sites
By Nov. 3, 2014	<ul style="list-style-type: none"> District Administration meet with IU/PaTTAN staff to <ul style="list-style-type: none"> Review the results of the District IEP Summary Complete survey/interview If areas of need exist regarding Indicator 13 content, develop and schedule with the IU/PaTTAN staff a training protocol to address area(s) of need If Indicator 13/IEP areas of need do not exist, schedule meeting to complete the Self-Assessment of Current Transition Practices 	<ul style="list-style-type: none"> Complete IEP Review Checklist for each IEP collected Complete District IEP Summary (Survey Monkey) at least one week prior to scheduled October meeting with LEA Email Patty Panuccio at ppanuccio@pattan.net that the IEP information has been entered into Survey Monkey at least 3 days before scheduled October meeting with LEA so graph can be prepared and used at meeting IU/PaTTAN Consultants meet with District Administration to <ul style="list-style-type: none"> Review results of District IEP Summary (using generated graph) Conduct survey/interview with Director and/or district staff If areas of need exist regarding Indicator 13 content, develop and schedule with the LEA a training protocol to address area(s) of need If Indicator 13/IEP areas of need do not exist, schedule meeting to complete the Self-Assessment of Current Transition Practices

By Dec. 3, 2014	<ul style="list-style-type: none"> • If completing the Self-Assessment of Current Transition Practices: <ul style="list-style-type: none"> ▪ In collaboration with the IU/PaTTAN consultant and based upon the results of the Self- Assessment of Current Transition Practices, indicate one to two targeted area(s) of need for training and technical assistance ▪ Develop and schedule a training and technical assistance protocol that addresses the one to two targeted areas of need 	<ul style="list-style-type: none"> • If completing the Self-Assessment of Current Transition Practices: <ul style="list-style-type: none"> ▪ In collaboration with the LEA review the results of the Self-Assessment of Current Transition Practices and assist the LEA in targeting one to two areas of need for training and Technical Assistance. ▪ Assist the LEA in developing and scheduling a training and technical assistance protocol that addresses the targeted areas of need. • Submit training plan to Patty Panuccio at PaTTAN Pittsburgh, by December 3, 2014.
By June 1, 2015	<ul style="list-style-type: none"> • Complete all scheduled trainings and T/A • Submit one IEP for each staff who writes and/or contributes to an IEP for students 14-21 for Post Reviews (if targeting Indicator 13 needs only) • Special and General Education Administrators should review results of training and technical assistance for either the Indicator 13 training and/or the two Self-Assessment targeted areas • Schedule time for additional guided practice/support as needed for mastery 	<ul style="list-style-type: none"> • Provide training and technical assistance to the LEA to assist in the completion of their training plan • Complete IEP Post Reviews (if targeting Indicator 13 needs only) • Send completed training and T/A forms to Patty Panuccio at PaTTAN Pittsburgh, by June 1, 2015 • Provide additional individualized guided practice as needed for mastery